



Editing the Outlook template (OFT):

1. Drag the OFT to your desktop
2. Make edits to copy, links, etc.
3. "Save" and then do a "save as" to save the revised OFT to your desktop (with a new name). Note that the 2-step save is very important, otherwise it won't save your edits
4. Follow the testing instructions

Testing the Outlook template (OFT):

1. Open the OFT on your desktop
2. Send to your email address to test. Note that the email is in edit mode and may not look exactly like the final email
3. When you receive the email, open the email and test links. Do not forward the email. That will break the formatting and the email will look broken